M E M O R A N D U M

#04-10

TO: All Department & School Fiscal Officers

FROM: Trisha L. Neely, Director
            Jack Markell, State Treasurer

DATE: October 21, 2003

SUBJECT: PAYMENT VOUCHER ENHANCEMENTS

In a joint effort between the Office of State Treasurer and Division of Accounting, the DFMS system has been enhanced to utilize two new options. Effective November 1, 2003, two new fields will be added to the Payment Voucher (PV) screen and the PV form; the Scheduled Pay Date (SCH PAY DATE) and the Consolidated/Single Check (CONSOL/SNGL CHECK) fields.

I.   Consolidated Check Feature

In order to increase the efficiency of statewide payments, the Consolidated Check feature is being implemented. Currently all payments made to a single vendor are printed as individual checks regardless of the number of payments for that day. A single vendor could receive as many as 20-30 checks. The Consolidated check feature provides a means to consolidate these payments reducing postage, production expenses and improving payment to the vendor. Initially, only a few vendors will be selected for consolidated payment.

   1.) An additional field has been added to the Payment Voucher (PV). This will be used when a payment is prepared for a "Consolidated Check Vendor". This field is the CONSOL/SNGL CHECK field. Data entry will not be required in this field unless a single separate check is required.

   2.) The check stub has been modified to accommodate multiple payments from more than one state organization. The individual payments will be listed on the check stub and will include the phone number and name of the organization making payment, the vendor invoice, the PV number, as well as the amount of the payment. Check cancellations for consolidated check vendors will only be reissued in instances of damaged or lost checks. Stop payments will not be allowed for consolidated checks. The *A, *B and *C indicating special handling, will not apply to consolidated checks.

3.) If you require a single check for a vendor that is marked for consolidated payments, enter **"S"** in the CONSOL/SNGL CHECK field. If "S" is entered for a consolidated check vendor, you will receive a warning message C097W – VENDOR CONSOLIDATES CHECKS but the PV will process in the normal manner. If the agency wishes the check returned, then a *A, *B or *C should be used in addition to entering the "S". The use of this option will be monitored.

4.) Payments uploaded to DFMS during nightly batch processing will be processed automatically utilizing the consolidated check feature. The organization will not be able to request a single check. **_IMPORTANT_:** Organizations that send upload files to DFMS will need to modify their internal systems to incorporate these changes. The new OMS upgrade, scheduled for release in November, will include the CONSOL/SNGL CHECK field.

5.) If a vendor is to have payments consolidated, the Vendor table (VEND) will have a new field, CONSOLIDATE CHECKS FLAG, which will indicate a **"Y"**.   During nightly processing, the system will consolidate all payments to any vendor with an indicator of "Y" on the vendor table.

6.) Each time a consolidated check vendor is utilized for payment**,** a warning message, CO58W – CONSOL/SNGL CHK VALUE ASSIGNED, will be displayed as the Payment Voucher is data entered.

II.   **The Scheduled Pay Date** (SCH PAY DATE) (THIS FEATURE APPLIES ONLY TO PAYMENTS GREATER THAN $500,000)

The Pay Date feature provides a means to defer payment on an invoice until the established due date. This will help the State to maximize cash flow on significantly large payments. In order for the DFMS system to schedule the payment properly, you must enter the Scheduled Due date in the SCH PAY DATE field in a MM DD YY format.

1) If the payment voucher is entered prior to the scheduled pay date, the PV will process as usual but the check will not be written until the Scheduled Pay Date.
2) Currently, the threshold has been established as $500,000 but it may be re-set at a higher or lower dollar amount
3) The system will invoke an error message number A131E – SCHED PAYMT DATE REQUIRED if the amount is over $500,000 but the field is left blank.
4) If the payment amount is less than $500,000, the system will not allow entry into the SCH PAY DATE field and you will receive an error message number A121E – SCH PAY DATE NOT ALLOWED.

Examples of the DFMS screens with the new fields in **bold** are attached.

Memorandum #04-10
Date: October 21, 2003
EXAMPLE OF PAYMENT VOUCHER SCREEN WITH NEW FIELDS IN BOLD

```
FUNCTION:              DOCID: PV   35  TEST0602          06/18/03 08:26:14
   STATUS: ACCPT         BATID:            ORG:
 B-                      PAYMENT VOUCHER
   BATCH DATE:        NUM DOCS:      NET:
 H-    PV DATE: 05 01 03 ACCTG PRD:     G/S REC DATE: 04 03
        ACTION: E        PV TYPE: 1   SCH PAY DATE:
                       COMMENTS: SOPT=N
           VENDOR INVOICE NUMBER: 060235
                  DOCUMENT TOTAL: 10.00
       VENDOR CODE: 222801288 AA    CONSOL/SNGL CHECK:
       VENDOR NAME: CERIDIAN BENEFITS SERV

            ADDRESS: PO BOX 402610

                     ATLANTA          GA 30384 2610
      SELLER:   FY:            FUND:          DEPARTMENT:
               ORG:                           REV SRC:
            SUB REV:           APPR:             PROG:
         JOB/PROJ NO:        REPT CAT:    OFF REC ACCT:
```

EXAMPLE OF VENDOR TABLE WITH NEW FIELD IN BOLD

```
 ACTION: R  SCREEN: VEND USERID: FFMS           06/18/03  08:27:51 AM
VENDOR TABLE
KEY IS VENDOR CODE
01-
   VENDOR: 222801288 AA    CHANGED TO:            STATUS IND: A
             NAME: CERIDIAN BENEFITS SERV          ACH IND:
             NAME2:
   VENDOR ADDR LINE1: PO BOX 402610
   VENDOR ADDR LINE2:
   VENDOR ADDR LINE3: ATLANTA           GA 30384 2610
    FOREIGN CTRY IND: N        STATE EMPL: N    LAST ACTION DATE: 05 03 03
     MINORITY VENDOR: N        1099 IND: N      DEL VENDOR CODE:
       MISC VEND IND: N        W9 FORM: X       SCHED PAYMENT LAG:
         P-EI-SSN: E           TAX IND: Y       SCHED PAYMENT DAY:
   DISBURSED AMT:  CURRENT YTD:      108706.10   CONSOLIDATE CHECKS: Y
                   PRIOR YTD:        112113.62   LIFETIME:    901358.69
   CODE            PERCENT    0.00     AMOUNT            0.00
   ----            -------    0.00     ------            0.00
                              0.00                       0.00
   ALPHABETIC NAME-TYPE: B (IF "I" ==> TYPE NAME IN LAST FIRST MIDDLE FORMAT)
          LAST                 FIRST            MIDDLE
     NAME: CERIDIAN BENEFITS         SERV
```